

**Policy 7.01 Implementation Plan
Region 2 (South) Community Services Division**

Timeframe: July 1, 2013 to June 30, 2014

Plan Due Dates: April 2 (Regional Plan submitted to Assistant Secretary) and April 30 (Assistant Secretary Plan submitted to OIP) of each year.
Progress Report Due Dates: April 2 (Regional Plan submitted to Assistant Secretary) and April 30 (Assistant Secretary Plan submitted to OIP) of each year.

Note: As agreed, we held the 7.01 meetings separately with each Muckleshoot Tribe and Snoqualmie Tribe prior to submit the Region 2 (South) 7.01 Plan. The Muckleshoot Tribe is in transition and was not able to meet with ESA representatives prior to the April 2014 submission deadline as they are hiring a new Human Services Director. The Tribe indicated they would like to schedule a 7.01 meeting after they have hired the new Human Services Director. The plan reflects updated information as of the last meetings taking place with each tribe, respectively.

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(1) Goals/Objectives	(2) Activities	(3) Expected Outcome	(4) Lead Staff and Target Date	(5) Status Update for the Fiscal Year Starting Last July 1
1). Prepare and disseminate pertinent statistics on American Indian community and participant populations, numbers of American Indian participants served and other relevant data.	<ul style="list-style-type: none"> Continue to work with OIP. Provide a report sharing pertinent data related to the tribe. <ul style="list-style-type: none"> Provide list of cases associated with the tribe. Provide a handout of tribe statistics 	<ul style="list-style-type: none"> Tribe will be better informed about their member's utilization of services that will aid in increasing participation rates for those services. Tribe will be able to ensure that Tribal Members cases are correctly identified. 	<p>Hoang Tran Muckleshoot – (quarterly) Karl Allison Snoqualmie – (semi-annually)</p> <p>Ty Ahlquist Performance & Quality Manager R2 – Pull and gather Data Reports.</p>	(Muckleshoot) – request to get data share information of Muckleshoot Tribal members on a monthly basis to help and assist with ensuring coverage is provided for its members timely. Request sent to data warehouse to see if report can be provided on a monthly basis.
2). Ensure efforts are made to recruit/hire American Indian/Alaska Native staff to meet the overall DSHS goal of having a diverse workforce.	<ul style="list-style-type: none"> Job Announcements are sent to Tim Collins and he forwards them to the tribes. 	<ul style="list-style-type: none"> Tribal members will be better informed about and able to compete for employment opportunities as they arise. 	CSD Tim Collins (weekly)	

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3). Work with tribe to determine the need for, negotiate and/or implement local Tribal-State agreements, protocols, contracts, or processes.	<ul style="list-style-type: none"> Enhanced coordination of services leading to clients self-sufficiency and increasing access to services, information and updates. Continue to meet periodically with tribal representatives and community agencies to ensure services and processes for Native Americans meet client needs and achieve program goals. Per the 7.01 protocol ensuring that all key staff are aware and follow the enhanced coordination of services. 	<ul style="list-style-type: none"> Tribal Members and Agency Staff will be better informed of the enhanced coordination of services. 	<ul style="list-style-type: none"> Hoang Tran (Muckleshoot quarterly) Karl Allison (Snoqualmie semi-annually) 	Web sites shared with the tribes. http://www.dshs.wa.gov/dcs/tribal/csagreements.asp http://www.dshs.wa.gov/oip/index.shtml

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4). Ensure communication with Tribes and Recognized American Indian Organizations (RAIO) for information sharing, collaboration, joint planning, and problem solving.	<ul style="list-style-type: none"> Set up regularly scheduled meetings with both the Snoqualmie and Muckleshoot tribes to improve communication and Coordination. (7.01 Plan Meetings) Continue urban outreach to urban native American organizations primarily through the Belltown Community Service Office Continue to invite tribal representatives to LPA meetings and other appropriate forums 	<p>Continue strengthening the relationships between the tribe and the department.</p> <p>Record Meeting Minutes and Attendance Records</p>	<p>Karl Allison & Hoang Tran - (Region 2)</p> <p>David LaSarte-Meeks - (Muckleshoot)</p> <p>Airetta Howard - (Snoqualmie)</p> <p>Outreach Staff</p>	<p>7.01 Meeting (Muckleshoot) – The next 7.01 meeting is scheduled tentatively August 2013.</p> <p>(Muckleshoot) – 7/8/13 Joint Meeting HCS, DDS and CSD - Discussed per capita payments being budgeted differently based on who is working the case. As well as difference between the way HCS and CSD are budgeting the income. The tribe is providing: (\$ 720.00 quarterly to the tribal members ~ Gaming and Natural Resource income. First 3 quarters gaming and 4th quarter Natural resource. \$100.00 month to children with the remaining amount put in a trust ~ only accessible at later date based on guidelines age/school. \$1000.00 a month to the Elders.) 3 Quarterly payments are anticipated and the department needs to prorate if over the course of the year. 4th Payment is Natural Resource Income and disregarded as income. Sharon Curley is working on avenues to potentially align the process between HCS and CSD budgeting methods. Sharon is going to work on a process to send income verification letters for Muckleshoot Tribal members to help with income verification processes. Member names will come from data share information that we are looking at</p>

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				getting on a monthly basis. Benefit Verification System – Working on getting Data Share Agreement to put this system in place. Mike Mowrey point of contact. Will also bring info to next 7.01 meeting to help start the process. 7.01 meeting – (Snoqualmie) Scheduled March 14, 2013.
5). Identify needs of American Indian clients & communities and whether current programs and policies meet these needs. Identify outstanding issues / gaps in service and develop performance expectations which can be implemented, monitored and evaluated	Work with OIP, Tribal Staff and RAIO s to obtain information about what services are needed and how they should be delivered. Outstation Staff with the Muckleshoot Tribe, Snoqualmie Tribe and Urban Outreach downtown Seattle. Work with OIP Regional Manager, Tribal staff, Urban and Community Workers to assess gaps and	Provide most advantageous customer service to tribal members. Increase access to services for tribal members. Identify and resolve any unmet needs and service issues that are identified.	Karl Allison & Hoang Tran- (Region 2) David LaSarte-Meeks - (Muckleshoot) Alretta Howard - (Snoqualmie) Outreach Staff	(Muckleshoot) FQHC position coverage issue. Currently in the recruitment process for the position and expanding to 1.0 FTE compared to 0.5 FTE. – Update 2/2013 (Hang Tran CSOA (Auburn CSO), has been working on interviewing candidates for the FQHC outreach position. – Update New FQHC Outreach Staff hired as of 3/18/13 but still needs to complete training process. Still will require back-up coverage and dealing with coverage issues (employee training and communicating coverage schedule.

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	develop appropriate strategies to address them.			
6). Provide identified needed training to ESA staff on major principles of federal Indian law	Training <ul style="list-style-type: none"> • 7.01 • Government to Government • Centennial Accord • Tribal Specific Training • Other Pertinent Training as ongoing for CSD Staff. • Encourage attendance at Tribal Celebrations and events 	Gain understanding of the history driving the activities of how tribes and state interact and conduct business. Gain an understanding of the tribes' respective history and cultures. Utilize the information from the training(s) to engage tribes at a higher level to better meet their needs	Karl Allison and Office of Indian Policy (OIP) Date: (Identified as needed.)	7.01 training and Government to Government Trainings are being Offered to DSHS Staff.

Completed or Tabled Items

Goal/Activity	Date	Item/Outcome
Data Share Agreement (DSA) Indian Nation Agreement	3/29/13	<p>(Muckleshoot) Data Share Agreement - The DSA along with the Nondisclosure forms have been signed and returned to the contracts unit. This will allow the ability for the department to share Muckleshoot Tribal Members who are receiving public assistance. List will provide only Name of the Head of Household and type of program assistance that is being received. Helps with outreach efforts to help coordinate efforts for the Tribe to ensure the Tribal member's needs are being met. (Food, Medical ~ State and Federally Funded, TANF) Finalized in our ACD system 4/1/13.</p> <p>Indian Nation Agreement – The Indian Nation Agreement has been signed and returned to the contracts unit. This is an agreement to place an (FQHC) Outreach Staff fulltime with the Muckleshoot Tribe. Finalized in our ACD system 4/3/13.</p>
Data Share Agreement (DSA) Indian Nation Agreement	7/31/12	<p>(Snoqualmie) Data Share Agreement - The DSA along with the Nondisclosure forms have been signed and returned to the contracts unit. This will allow the ability for the department to share Snoqualmie Tribal Members who are receiving public assistance. List will provide only Name of the Head of Household and type of program assistance that is being received. Helps with outreach efforts to help coordinate efforts for the Tribe to ensure the Tribal member's needs are being met. (Food, Medical ~ State and Federally Funded, TANF)</p> <p>Indian Nation Agreement – The Indian Nation Agreement has been signed and returned to the contracts unit. This is an agreement to place an (FQHC) Outreach Staff fulltime with the Snoqualmie Tribe.</p>
Communication	6/11/12	(Muckleshoot) Sharon Curley requested that the department provide a FRAUD article that could be published in the Tribal Newsletter. An article was created along with a link to a article that the department had created titled “All allegations of fraud will be pursued.” This request was completed on 6/11/12.
Identify Needs	4/30/2012	(Snoqualmie) FQHC Position has been approved currently working on the recruitment process to fill the position. (Waiting to hire and train employee prior to placement.)

Identify Needs	1/25/2012	(Muckleshoot) Disaster Food Benefits. Many areas were hit hard due to the inclement weather conditions causing massive loss in power for a number of days. Sharon provided outreach information for those affected to contact our statewide call center or come into the resource center on 1/25/2012 to get the basic food disaster food replacements issued. Over 200 were issued out to those affected at the resource center on the 25 th of January.
Identified Issues and Gaps in Services	5/2/2011	(Muckleshoot) Mary's FQHC Position/coverage when she is out FMLA issues. Ty Ahlquist, Sharon Fedder, Andrey Svidenko and Hoang Tran working on coverage plan. Once hiring freeze lifted expand to 1.0 FTE from 0.5 FTE. 7/11/2011 Plan put in place to cover Mary's when she is out on intermittent FMLA and when she is on long term FMLA in Nov Dec timeframe.
Statistical Information	5/3/2011	(Muckleshoot) Agreed for DSHS to provide additional statically information to include clients that are living in the zip code area around the tribe. The tribe is providing multiple levels of assistance to those clients.
Communication (7.01 Plan)	5/3/2011	(Muckleshoot) Tabled Item. Review current 7.01 plan and simplify the plan. Simplified plan review on different date.
Identified Issues and Gaps in Services	3/25/2011	(Snoqualmie) Vacant FQHC Outreach Position. Discussed and cleared up the misunderstanding for the reason of the position being vacant and reason the staff that was in the position moved to a new position. Current hiring freeze not allowing us to fill the position. Staff left because of travel pay policy. Washington Connection Benefit Portal Online Access to applications, review and submit change of circumstances.
Work with the tribe to create contract/memo of understanding (MOU).	10/5/2010	(Muckleshoot) Developed MOU for outstation FQHC staff.
Provide training to key ESA staff on major principles of federal Indian law	7/2010	Centennial Accord and 7.01 Policy Training provided July 2010.
Identified Issues and Gaps in Services	2/2/2010	(Muckleshoot) Expansion of 1.0 FTE from 0.5 FTE (on hold until hiring freeze is lifted.
Communication	2/2/2010	(Muckleshoot) Agreed to scheduling quarterly meetings and

Identified Issues and Gaps in Services	2/16/2010	(Snoqualmie Tribe) Solved Authorized Representative issues. Using the fax services to get documents into DMS faster. New central fax server for the Region. Current FQHC moving back to CSO because of travel pay issues. Will work on filling position (hiring freeze in place at this time.)
Provide training to key ESA staff on major principles of federal Indian law	6/25/2009	Rosi Francis (IPSS) will take lead on 7.01/Centennial Accord Training and key staff will attend Centennial Accord Training.
Communication	4/16/2009	(Muckleshoot) DSHS will make a good faith effort to provide 30 days notice of all changes impacting the assignment of the out stationed worker. The preferred method of communication is e-mail to the Tribal Human Services Director. DSHS will make a good faith effort to keep the Tribal Human Service Director apprised of procedural changes that may impact tribal members or the outstation activities. DSHS will consider submitting articles to the tribal paper to inform members of upcoming changes and other program related information. The Tribal Human Service Director agreed to communicate concerns and provide DSHS feedback regarding out stationed services and staff.
Communication	6/25/2009	(Muckleshoot) DSHS will contact Basic Food Outreach staff to have them contact the tribal representative concerning outreach efforts.
Communication	5/14/2009	(Snoqualmie) Agreed to schedule meetings twice a year to review / update plan. Agreed to include DCS representatives in planning meetings.